S.R.C. - Pipestone, MN U.S.A.

# Absence Request From
*(Pedido de Ausencia)*

**Name:** Jesse Hartsell
*Nombre*

**Department** DNK line
*Departamento*

**Time Out (** *Hora de Salida)* Saturday

**SRC Message Center (507-562-6703)**

**Today's Date of Request:** 7/10/08
*Fcha de Pedido*

**Date(s) of Absence** 7/13/08
*Fecha de Ausencia*

**SRC requires 3 days advance notice.**

The following are absences with three (3) days advance notice will be recorded, but will not be considered an incident for attendance purposes. Providing false reasons for absences will result in employment termination.
*Las siguientes ausencias con tres (3) dias de notificación seran registradas, pero no seran consideradas un incidente para rezones de asistencia. Proveyendo rezones falsas de ausencia resultara en su terminación de empleo.*

| | |
|---|---|
| ___ Vacation<br>*Vacaciones* | Vacation may also be assigned to absences to cover loss of pay |
| ___ Minor Child School Activities<br>*Actividades secundarias de shcool de niño* | List nature of activity in comments below |
| ___ Military / Guard Leaves<br>*Ejército/Salida de Guardia* | Service orders are to be submitted to Human Resources |
| ___ Funeral Leave Days<br>*Funeral* | No advance approval required, please list the relationship below |
| ___ Witness Subpoena<br>*Testigo de Citación* | Subpoena submitted to HR, Not for own civil/criminal appearance |
| ___ Workers' Compensation Appointments<br>*Citas de Compensación de Trabajador* | Dr.s certification required and must be coordinated with HR |
| ___ Short Term Hospitalizations<br>*Termino Corto de Hospitalización* | Dr.s certification required and coordinated with HR |
| ___ Family Medical Leaves<br>*Razones Médicas de Familia* | FMLA Request / Certification must be on file with Human Resources |
| ___ Civic or Jury Duty<br>*Deber del Jurado o Cívico* | Service duty letters are to be submitted to Human Resources |
| X Other<br>*Otro* Moving | All other absences will be "unexcused" and count as an occurrence for attendance purposes |

Details of Absence (*Detalles de Ausencia*): Need to move From House in Worthington to House in Brewster

Employee Signature (*Firma de Empleado*) — Date (*Fecha*) 7/10/08

**For Office Use Only** (*Solo para uso de Oficina*)

___ Approved (*Aprovado*) ___ Not Approved (*No Aprobado*)

KENDRA L. RAMOS QUILES — Team Leader Signature (*Firma del Lider*) — Date (*Fecha*) 7/10/08

Manager / HR (Lider /Gerente/RH) — Date (*Fecha*) 7/14/08